

17 September 1985

MEMORANDUM FOR: Acting Deputy Director for Administration
Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

FROM:

[redacted]
Chairman, Executive Director's Secretarial Profession Task Force

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SUBJECT:

Task Force Report [redacted]

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1. Attached for your review and comment is a draft report of the Secretarial Task Force. I am scheduled to discuss this report with you at the DDA Staff Meeting on Tuesday, 24 September, but would appreciate receiving feedback prior to that meeting. [redacted]

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2. I have reserved Room 1E78 Headquarters at 1300 on Thursday, 26 September 1985, in order to give the secretaries within the DDA an opportunity to ask questions about the new secretarial proposal. It is requested that you designate three secretaries and a Personnel Officer from your component to attend that briefing session. [redacted]

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3. The other members of the Secretarial Task Force [redacted] representing the DO; [redacted] representing the DI; [redacted] representing the DS&T; and [redacted] representing the E Career Service) will be obtaining feedback from their respective Directorates. The Task Force will meet on Friday, 27 September, to incorporate into a final draft all of the proposed changes, and it is our hope that we have a final report to send to the Executive Director on Monday, 30 September. [redacted]

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4. I can be reached on Extension [redacted]

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